

**San Luis Obispo County Department of Social Services  
Community Service Addendum to CalWORKs County Plan  
August 2000**

**Planning**

San Luis Obispo County Department of Social Services has contracted with LifeSpan Services Network, Inc. to provide Community Service activities. LifeSpan Services Network, Inc. is a private non-profit organization. The basis for this plan was laid in our initial planning activities as outlined on pages 7-9 of our County Plan. These efforts have been on going. In addition, we formed a new alliance with the Probation Department and the LifeSpan network of 420 agencies and private non-profits to finalize the development of the Community Service program. With the number and diversity of agencies represented by LifeSpan's network, a wide variety of unmet community needs were identified. These needs include, but are not limited to: landscaping; small construction; food services; maintenance/janitorial; computer data entry.

**Administration**

San Luis Obispo County is committed to the attainment of self-sufficiency for all of our participants. With that in mind, our Community Service Program is designed to be temporary and transitional. It will focus on the attainment of skills that lead to permanent unsubsidized employment at a livable wage in the shortest time frame possible. The overall case management and fiscal management remain with Social Services. Placement site monitoring will be the responsibility of LifeSpan. LifeSpan will submit to Social Services a monthly invoice with an itemized statement for participants served during the billing period. Additional reports focusing on participant outcomes will also be submitted to the Department.

Placement will be in public or private nonprofit positions. The rules outlined in MPP Section 42-720, Nondisplacement Protection in Work Activities, will be adhered to. Participants will be required to participate in Community Service for the 32/35 hours per week as required by regulations. Other activities allowed by regulation, and in accordance with the policies cited in All County Letter 99-111, may count as part of the 32/35 hours. Specifically, instruction or training that is required for, or relevant to, the specific community service activity in which the participant is placed may be considered part of his/her community service assignment.

**Target Population and Client Flow**

The Community Service program is primarily for those participants reaching their 18 or 24 month time limits. The county also will make every effort to serve individuals who live in remote areas, by placing them into community service activities. Whenever possible, placements for remote clients will be within one mile of the individual's home.

Employment / Resource Specialist (E/RS) staff at Social Services will make appropriate referrals to LifeSpan for the Community Service program. These referrals will include notice to LifeSpan about any substance abuse treatment, mental health counseling and /

or domestic abuse services that an individual must participate in to be successful in the Community Service activities.

LifeSpan will work with the participant to assess what agency and position the participant will be placed in as well as any instruction or training that are required for, or relevant to, the specific community service activity. Department of Social Services Case Managers will review all discretionary decisions regarding individuals and their plans. This placement will always keep the goal of reaching self-sufficiency in the forefront and will include the following:

- Review of any aptitude/skills assessment testing already completed.
- Further assessment of participant with applicable instruments, as needed.
- Assessment of participant for learning disabilities.
- Review of participant's interests and goals and matching this to an agency offering comparable duties.
- Assessment of participant's transportation needs. (A placement may need to be near a child care facility.)
- Matching of multi-issue participant with agencies familiar with similar clients and person/familial issues.
- Ensuring that the agency is capable of making any accommodations necessary to meet any disabilities.
- Ensuring that the rules on Nondisplacement are adhered to.
- If a participant is an offender or ex-offender, offense will be reviewed and placement may be restricted. (For example, a participant may not be allowed to work with children, seniors, and animals, handle cash, drive vehicles, etc.)

Supportive services necessary for the individual participant to comply with participation will be provided. This includes child care, transportation and other ancillary services.

LifeSpan, working directly with the placement site, monitors progress in the Community Service placement. LifeSpan will provide training to the placement sites so they understand their role in helping the participant move into unsubsidized employment as soon as possible. LifeSpan will keep in close contact with the placement site and will provide the CalWORKs case manager with progress reports at least every two weeks. In addition, LifeSpan will contact the case manager immediately to discuss any problems or concerns. Participants in Community Service who fail to comply, without good cause, shall be sanctioned in accordance with regulations.